

Montana Department of Public Health & Human Services	Policy
	SH CACFP 2005-10 Rev 3
	Section: Sponsors of Day Care Homes
Child and Adult Care Food Program	Subject: Corrective Action
	Not Associated with Serious Deficiency
	Date Revised: 9/1/2011

CORRECTIVE ACTION NOT ASSOCIATED WITH SERIOUS DEFICIENCY

This policy is about corrective action issued by a sponsoring organization (Sponsor) to a day care home provider (Provider) to improve their CACFP operations or to achieve compliance with CACFP requirements, but this corrective action is not associated with a serious deficiency determination.

1. When a Sponsor issues corrective action to a Provider, this corrective action must be documented in writing to the Provider and a copy of the documentation placed in the Sponsor's file for that Provider. This documentation includes a brief description of the correction and the date by when the correction must be completed. These corrective actions are usually written on the *Sponsor Monitoring Form* but may be in other written format.
2. The decision to issue corrective action to a Provider is made by the Sponsor's staff and supervisors.
3. The timeframe for a Provider to complete the corrective action is usually by the next monitoring visit, but it may be longer, according to the Sponsor's discretion. The maximum timeframe allowed for completion of a corrective action not associated with a serious deficiency, is 12 months.
4. Results of the corrective action completion are usually written on the *Sponsor Monitoring Form* but may be in other written format.
5. Corrective actions of the type described in this policy are not required to be reported to the State agency. However, documentation of all corrective actions issued must be made available to the State agency or to other program authority, such as during a review.
6. For corrective actions associated with a serious deficiency, refer to policy SH 2003-1 Rev 5, Serious Deficiency Determinations.